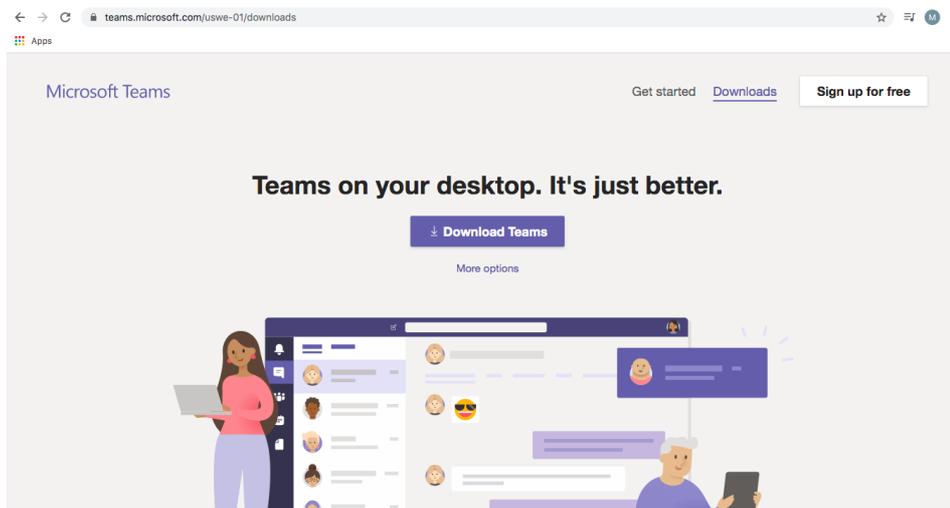


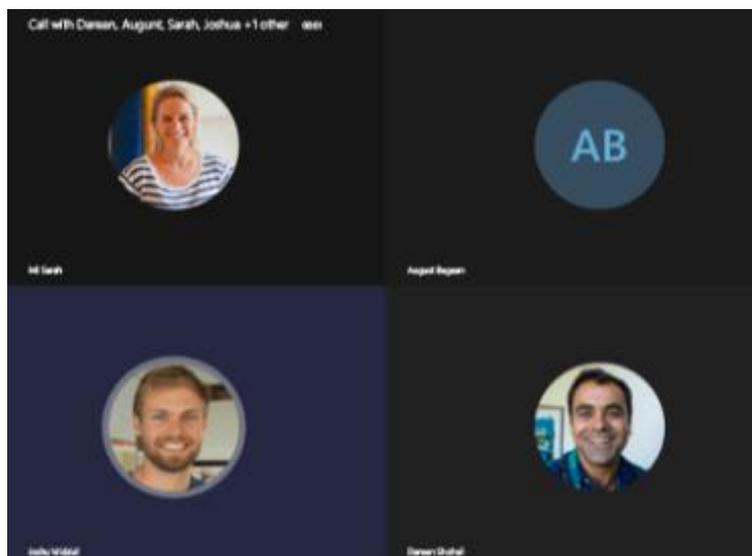
Teams Help Guide

Welcome to Latchingdon Primary Teams help guide. Since the introduction of remote learning from home, the use of online platforms has become widely used. Teams is the software we have decided to use as a face-to-face resource that allows our children to remain in contact with not only the school but with their class peers. Below are a few 'Top Tips' on how best to use the software that may be of use to you and your child during this lockdown.

1. I would strongly recommend you to download the app Teams on your device. You can do this by searching Teams on google 'download Teams' and following the instructions given. Likewise, if you have a tablet device you can download Teams via the app store.



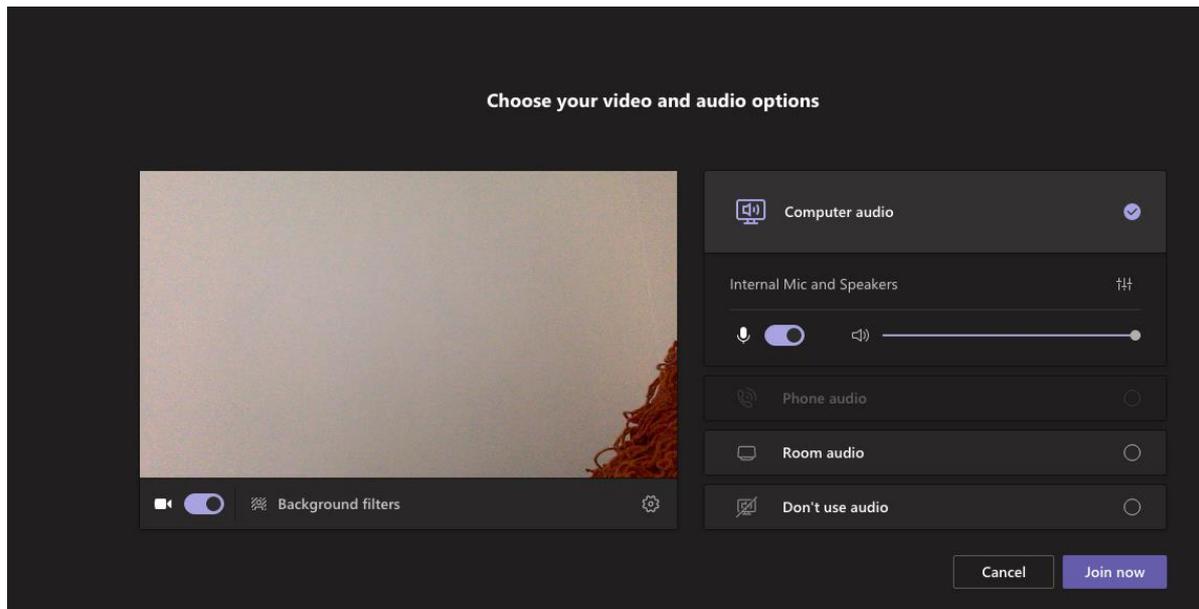
2. Without the app downloaded when the live session starts the screen can flicker and change between those who are currently talking. If the app is downloaded it will allow the live session layout to be set as a gallery (as shown in the photo below) whereby you can see all those present at the live session.



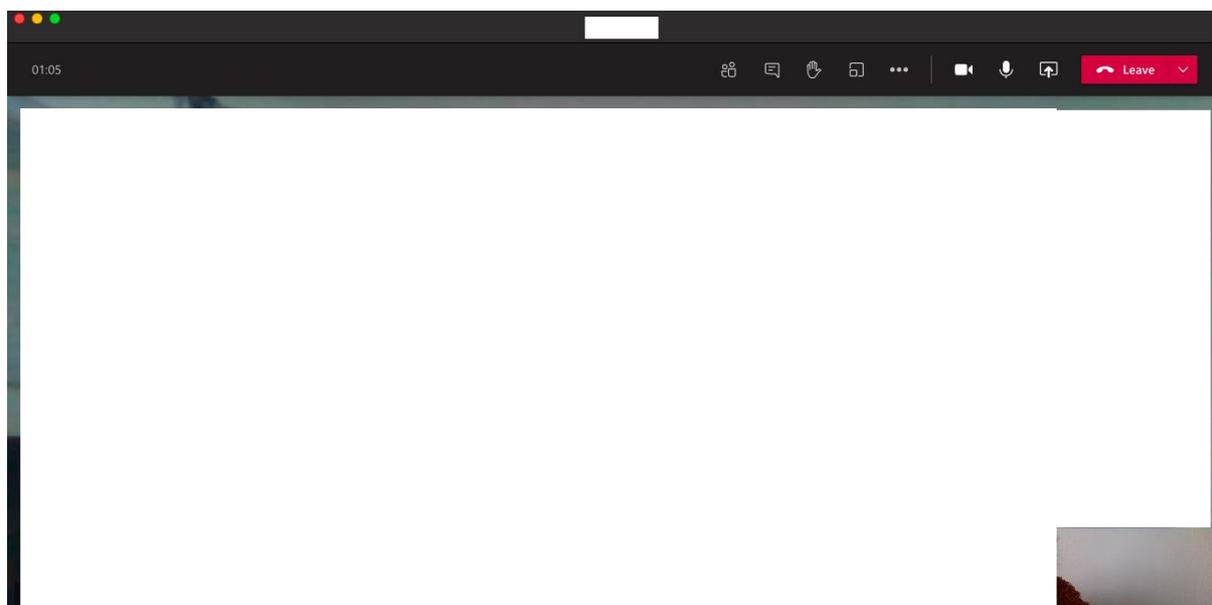
When the Live sessions begins, you will need to start by opening up Teams by clicking the link provided on your Seesaw Inbox. It will provide you with 2 options.

1. Open Teams via web/internet.
2. Open Teams through App.

As previously suggested the app should be downloaded so open it via this format. It will open to the page below. Please make sure your settings are set as shown in the photo below. This ensures your microphone and camera are working correctly before joining the meeting. Then click 'join now' for your adults to accept you into the meeting.

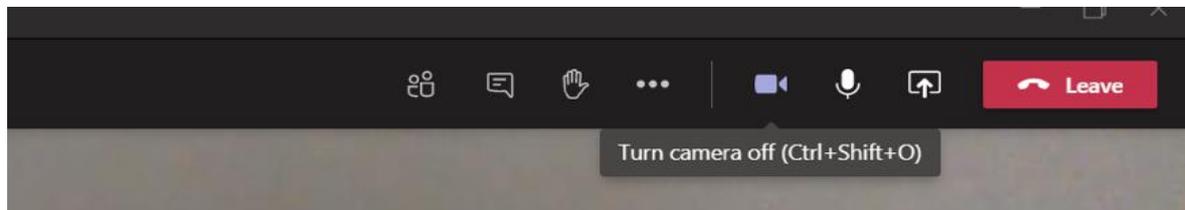


Your screen should then look like the following except with faces you recognise from school.

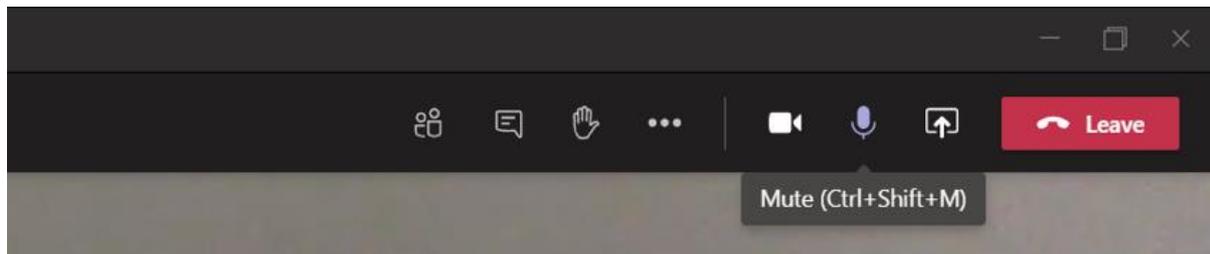


Here is some more information that may be useful for you when taking part in the live session.

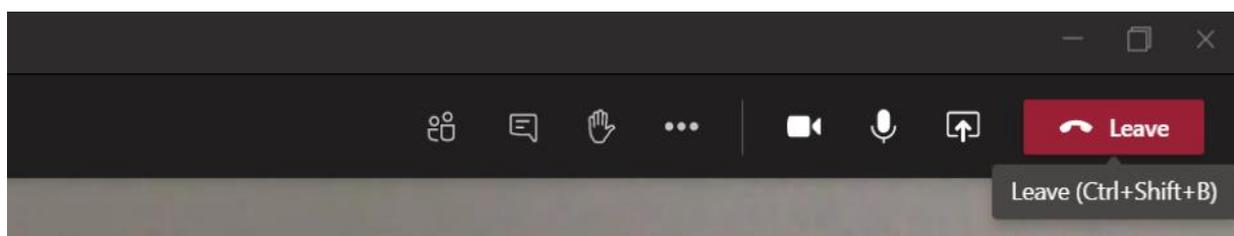
1. The image below shows you where you can turn on or off your camera. This is optional and is completely your choice as to whether or not you would like this setting on. This is found at the top right hand corner of your page.



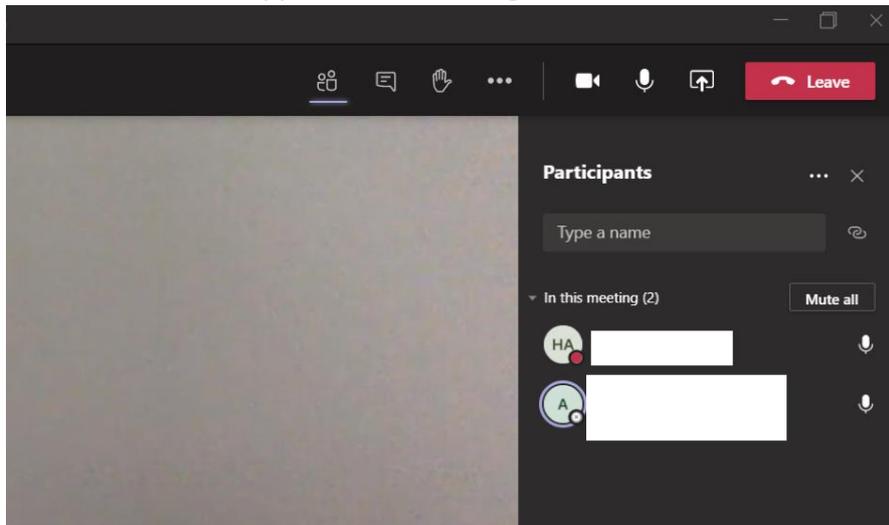
2. The image below is again found at the top of your page. This is where you can mute or unmute yourself during the discussion. As there may be many of you partaking in the live session, we would like to make sure you are muted/unmuted when asked to do so to ensure everyone can be clearly heard.



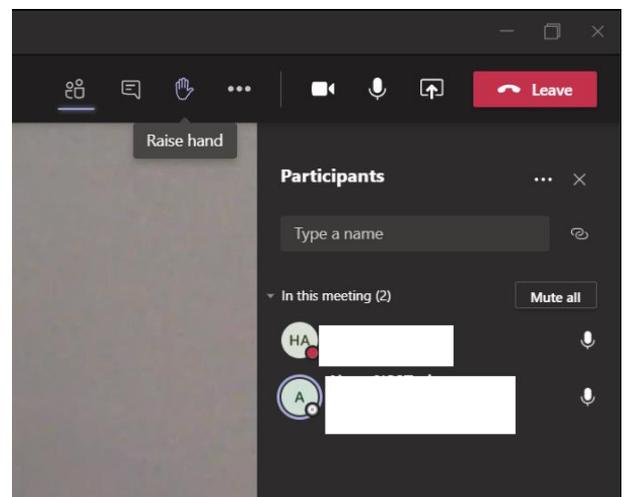
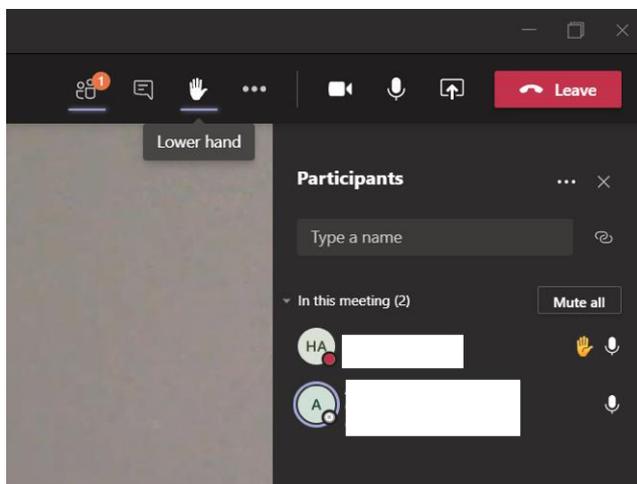
3. The image below is the leave button when the live session has come to an end.

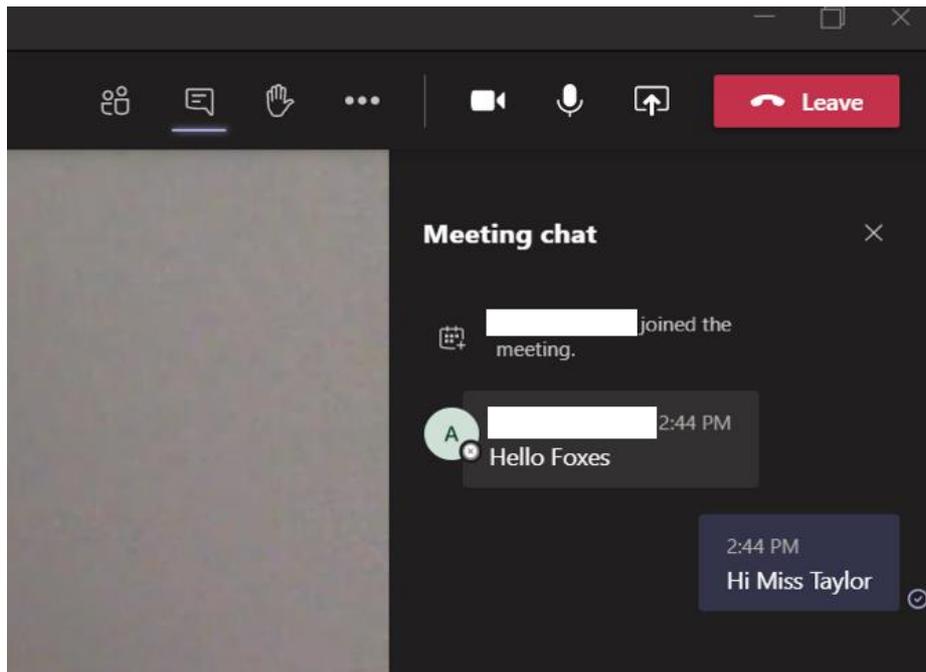


4. At the top of your page there is an image of two people 'show participants' (underlined) whereby you can see who is a part of the live session. You can click the people to make this disappear when no longer needed.



5. Aside from the participant button you can additionally see a hand. This gives you the chance to raise your hand if you have something to say. This will be useful when there are many of you as you may click this button which should notify the adult as shown below with a yellow hand. The adult can then instruct or complete the unmuting themselves to clearly hear what is being said. By clicking the hand again, you put your hand back down.





6. *Along the top bar you can also see a picture of a speech bubble. This opens up as a chat as shown in the photo on the right. You can type in here with any questions or queries throughout the live session.*

7. *Along the top of the page, there is also 3 dots. This should open a drop down box with many options. If you click 'accessing backgrounds' it should open down the side of your page with many different background options, one being to 'blur' your background if you wish to do so. This will ensure your location around you is not clear to others.*

I hope this gives you a brief beginner overview of using Teams! Please contact the school if you have any other queries regarding this. 😊